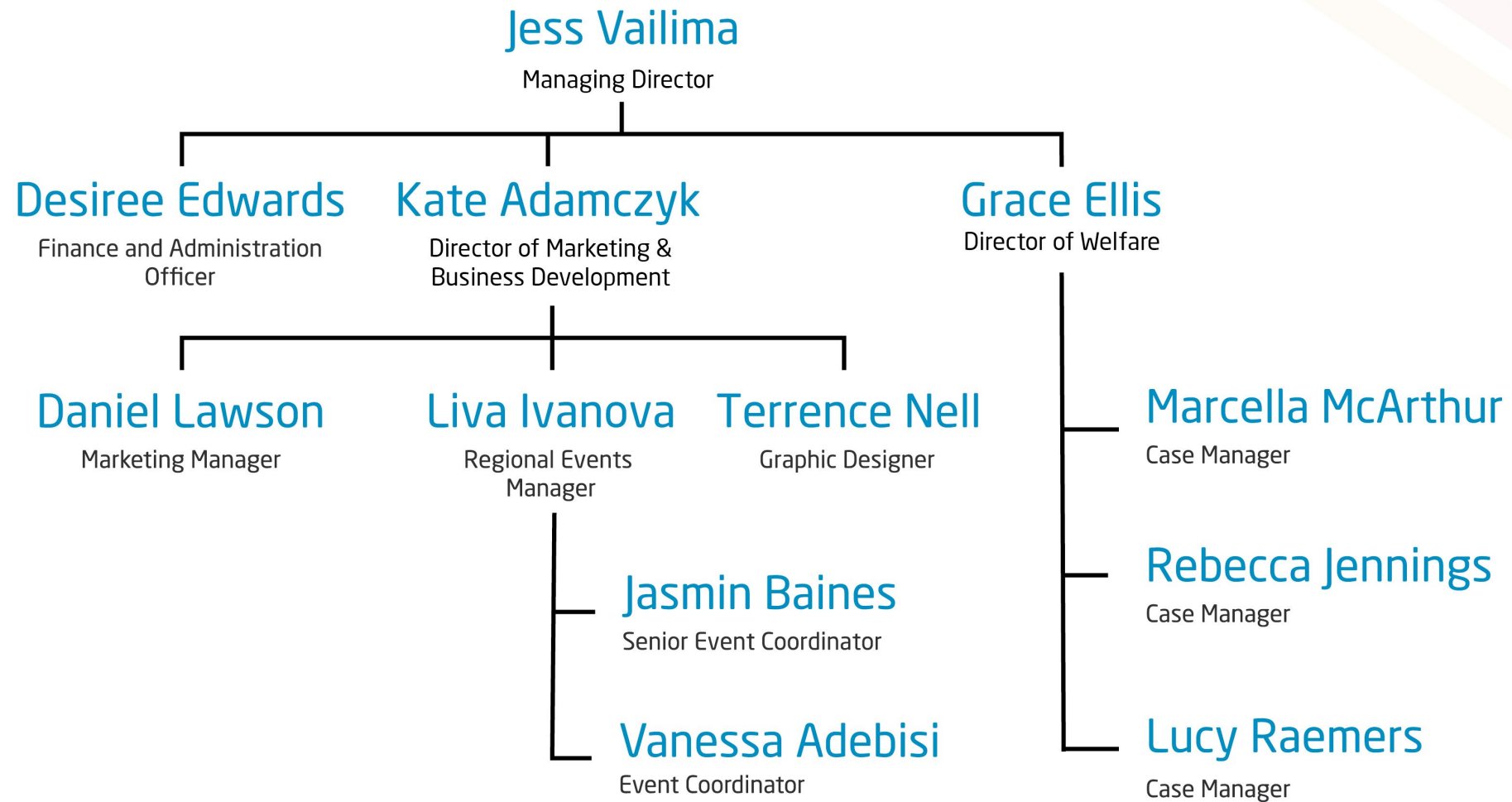




electrical
industries
charity

Supporting our
industry through
life's challenges.





OUR COUNCIL AND WORKING GROUPS:

Council leads and controls the Electrical Industries Charity via the Managing Director to deliver the organisation's aims and objectives and to set strategic direction and policy so as to uphold its mission, vision and values.

Members of the Council

President and Chair of the Council

Jeremy Saunders - City Electrical Factors

Vice President

Alison Chapell - RWE

Andrew Reakes - The Joint Industry Board

Andrew Sturgess - Aico

Danny Carey - Schneider Electric*

David Fielder - Schneider Electric

David Gardiner - Aon Hewitt Consulting

David MacDonald - MACD Electrical

David Pownall - Schneider Electric

Gareth Fielder - Skanska

Marcus Leek - Rexel

Samantha McFall - ANEW

Stewart Gregory - Immediate Past President

Subgroups of Council:

Welfare Audit Group

J Ong (Chair)

A Boldero

A Miller*

B Veneables

D Mouskovias

K Rolfe

M Bullon

M Dore

R Jones

R Radford

S Mooney

The subgroup provides independent assessment of the quality and effectiveness of the Electrical Industries Charity's welfare care programmes.

Finance Working Group

T Appleton

T Foreman

D Gardiner

T Lambeth

D Olunlade*

The purpose of the FWG is to oversee the systems, controls and processes that may have an impact on the charity's ability to meet its objectives. Its role includes Budgeting and Financial Performance.

Fundraising Committee

E Embleton

S Gregory

N Hooper

A Moseley

J Saunders

R Scott*

A Davis*

The purpose of the fundraising committee is to derive strategies for maximising the Charity's presence within the industry, as well as develop, grow and champion fundraising initiatives to maintain and increase our fundraising income stream.

Emerging Professionals Board

Alice Davis - Schneider Electric

Tom Appleton - EDF Energy

Danny Carey - Schneider Electric

Paul Brookes - City Electrical Factors

Dolapo Olunlade - RWE

Amy Miller - Schneider Electric

Katie Bates - WAGO

Danny Mouskovias - Certsure

Richard Scott - Heatmap

The Emerging Professionals Board is made up of talent in the industry with less than 10 years experience. The purpose of the EP board is to assist with key projects to help the charity achieve its objectives. It also gives the members the chance to raise their profile within the industry and aid their professional development.



* EP Rotating Seat

OUR REGIONAL COMMITTEES:

Our Regional Committees organise and host over 30 events throughout the year. They generate a big percentage of EIC annual income and not only do they provide much-needed funds, they also spread the message about the Charity's ability to assist employees and their families, as well as businesses.



Eastern Regional Committee

Andie Morris (Chair) - Glen Dimplex
Ben Wakeman - DPL Group
Darren Broadrib - Hager
Dave Cowan - Schneider Electric
David Grimes - Edmundson Electrical
Ken Bird - CPS Building Services Ltd
Martin Cordrey - ECA
Nigel Ford - Trilux
Nicola Pearce - Stearn
Sean Stuteley - Lark Technology
Trevor Sawyer - Aico



Southern Regional Committee

Mark Mitchell (Chair) - R&B Star
Adrian Coveney - Luceco
Chris Tolfrey - LE Installations
Daren Pool - Triple Star Fire and Security
Ian Lawson - Hispec Electrical Products Ltd
Kevin Rolfe - Legrand Electric
Neil Chapman - Timeguard
Paul Barrett - Aico
Paul Russell - Schneider Electric
Ryan Rankin - Ansell Lighting

OUR REGIONAL COMMITTEES:



Northern Ireland Regional Committee

Karen McAvoy (Chair) - Ireland's Electrical Magazine

Alfie Watterson - ECA
Duncan Orr - Aico
Gareth Howes - Atkore
Jake Keyworth (Vice Chair) - Edmundson Electrical Greentech
Mervyn Knox - Hager Northern Ireland
Tommy Barrett - City Electrical Factors



Yorkshire Regional Committee

Andy Roach (Chair) - Omexom

Angus Long - Skanwear
Diane Bywell - Timeguard
Eric Dyer - EWS Limited
Graham Coxon - Edmundson Electrical
Ian Dennon - Scolmore Group
James Coss - City Electrical Factors
Mark Ginn - Hager
Matt Houston - Electric Center
Neil Baldwin - CP Electronics
Paul Hodgson - Edmundson Electrical
Tony Teal - Aico
Victoria Steventon-Paterson - Skanwear



Tyne & Wear Regional Committee

Fred Dickinson (Chair) - CP Electronics

Colin Bramley - City Electrical Factors
Fred Hood - McNally and Thompson
Karl Snowdon - Park Electrical
Noel Plant - McVickers Electrical Contractors
Stuart Dickinson - EES Group



Scotland Committee

Gregor Morrison (Chair) - Aico

Alan McLean - Rexel
Alistair Maltman - Tofco CPP Ltd
David MacDonald - MACD Electrical
Kenneth Wilson - Rexel
Ken McQuaker - Rexel
Neil MacEachern - Schneider Electric
Shaun Harrison - Scolmore
Sonja Mackinnon - Legrand



London Regional Committee

Lee Barry (Chair) - Rexel

David Fielder - Edmundson Electrical
Mark Wood - Aico
Matt Callander - KSR Lighting
Rachel McMurray - Zumtobel Group
Robin Tilling - City Electrical Factors
Tom Johnson - Rexel

OUR REGIONAL COMMITTEES:

South West Regional Committee

Steve Vaslet (Chair) - EDF Energy

Dave Miller

Natasha Williams - Rexel

Mick Di Stazio - CEF

Nick Francis - CEF

Nicola Surman - Hager

Paul Meddings

Rob Gillespie - EDF Energy

Roy Christie

Steve Bulley - Aico

Steve Jerram - Schneider Electric

Tony Mills

Tony Vearncombe



Western Regional Committee

Gary Hutchins (Chair) - City Electrical Factors

Dean Thomas - CEF

Joanna Mee - 3Phase Recruitment

Mick Brown - 3Line Electrical

Wholesale

Neil Crook - Dietzel-Univolt

Oliver Barlow - Aico

Steve Mace - HP Hewlett-Packard



West Midlands Regional Committee

Adrian Parry (Chair) - Scolmore

Belinda Colwell - Lumineux

Craig Swift - Aico

George Wilford-Brickwood - Schneider Electric

Jaimala Parma - WAGO

Jon Chamberlain - Marshall Tufflex

Justin Ames - Shropshire Electrical Supplies

Lee Austin - Legrand

Mike Burnard

Paul McHale

Robin Weaving - Edmundson Electrical

Tracey Hazlewood - Hager



East Midlands Regional Committee

Simon Hildred (Chair) - KSR Lighting

Darren Misiak - Brook and Mayo

Josh Johnson - LEW Electrical Distributors

Trevor McCabe

Vernon Parker - Charge Amps



North West Regional Committee

Roger Taylor (Chair) - Rexel

Andrew Moseley - CEF

Chris Loughlin - Hispec Electrical Products Ltd

Dan White - CEF

Jess Astley - Atkore

Rachael McDermott - Rexel

Richard McCartney - Edmundsons

Stephen Fletcher - ZG Lighting UK Ltd

THE REGIONAL COMMITTEES DO THIS:

A regional committee plays a crucial role in supporting and advancing fundraising efforts within a specific geographic area. The committee is typically composed of dedicated volunteers who are passionate about the mission and goals of the organisation they represent. Their primary responsibility is to strategise, plan, and execute fundraising initiatives and events within their region.

The committee members work closely with the Charity's events team to identify potential donors, cultivate relationships, and solicit contributions. They may participate in prospect research, outreach activities, and stewardship efforts to ensure long-term donor engagement and support. The committee also collaborates with regional businesses, industry leaders, and other stakeholders to expand the Charity's fundraising network.

In addition to fundraising activities, they serve as ambassadors, actively advocating for the cause and engaging with potential supporters. By leveraging their local connections and knowledge, the committee helps to create a strong presence and establish a sense of community ownership for the Charity's fundraising initiatives.

Overall, a regional fundraising committee plays a vital role in driving the financial sustainability of the Charity by spearheading fundraising efforts, building relationships, and mobilising resources within a specific region. Their dedicated efforts and collaborative approach contribute significantly to the organisation's ability to achieve its fundraising goals and make a positive impact in the community they serve.

Regional Committee Charter: Composition

A regional committee plays a crucial role in supporting and advancing fundraising efforts within a specific geographic area. The committee is typically composed of dedicated volunteers who are passionate about the mission and goals of the organisation they represent. Their primary responsibility is to strategise, plan, and execute fundraising initiatives and events within their region.



REGIONAL COMMITTEE CHARTER:

Responsibilities

Fundraising Initiatives: The Regional Committee shall strategise, plan, and execute fundraising initiatives specific to the region, in collaboration with the charity's events team. This includes identifying potential donors, cultivating relationships, and soliciting contributions.

Events Planning: The Regional Committee shall organise and oversee events within the region to raise funds and increase awareness of the charity. This includes coordinating logistics, securing sponsorships, managing volunteers, and ensuring a positive attendee experience.

Donor Engagement: The Regional Committee shall actively participate in prospect research, outreach activities, and stewardship efforts to engage donors and maintain long-term relationships. They shall assist in expressing gratitude, providing updates, and recognising donor contributions.

Industry Outreach: The Regional Committee shall collaborate with local businesses, industry leaders, and other stakeholders to expand the charity's fundraising network. They shall actively promote the charity's mission and initiatives, seeking opportunities for partnership and support.

Industry Outreach: The Regional Committee shall collaborate with local businesses, industry leaders, and other stakeholders to expand the charity's fundraising network. They shall actively promote the charity's mission and initiatives, seeking opportunities for partnership and support.

Volunteer Recruitment: The Regional Committee shall assist in recruiting and coordinating volunteers for fundraising events and activities, ensuring adequate support and a positive volunteer experience.

Reporting and Communication: The Regional Committee shall maintain regular communication with the charity's Regional Event Lead. They shall also ensure transparency and accountability in their activities.

Regional Autonomy: While operating within the guidelines and policies set by the charity, the Regional Committee has the authority to make region-specific decisions regarding fundraising strategies, event selection, and community engagement. These decisions shall align with the overall mission and values of the charity.

Code of Conduct: All Regional Committee members shall adhere to a code of conduct that promotes professionalism, ethical behaviour, inclusivity, and respect for all individuals and stakeholders involved in the committee's activities. They shall maintain confidentiality and avoid conflicts of interest.

Amendments: Any amendments to this charter shall be proposed by the Regional Committee and require approval from the charity's management team. Amendments shall be communicated to all committee members and incorporated into the charter upon approval. This charter serves as the guiding document for the Regional Committee for Fundraising and Events, ensuring a unified and effective approach to fundraising and event planning within specific geographic areas on behalf of the charity.



GUIDELINES FOR REGIONAL COMMITTEES:

Our Regional Committees are an integral part of the Electrical Industries Charity, raising funds and raising awareness. Working within the Charity's Memorandum and Articles of Association and subject to decisions and policies made by the Board of Trustees and the Managing Director of the Charity, every Regional Committee has an appointed events person to support them with regional events.

These guidelines set out the principles and procedures for Regional Committees across the UK - to make sure we act as one in meeting our aims. The guidelines also provide essential guidance for Committees to ensure they comply with the law (must do) and best practice (should do).

These guidelines are an amalgamation of advice and information from a variety of sources on good practice for running a successful committee. It will be especially helpful for the formation of new Regional Committees.

- Part A** - Fundamentals
- Part B** - Running a Regional Committee
- Part C** - Events and Fundraising
- Part D** - Financial Processes
- Part E** - Marketing, Brand and Social Media

- Part A** - Fundamentals
- Part B** - Running a Regional Committee
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- Part D** - Financial Processes
- Part E** - Marketing, Brand and Social Media

PART A - FUNDAMENTALS

A.1. OVERVIEW OF THE ELECTRICAL INDUSTRIES CHARITY

In this section:

- **What we are working towards**
- **What we do**
- **How we work**

There are an estimated 1 million people in the electrical and energy industries. Since 1905, The Electrical Industries Charity has been the main organisation dedicated to supporting them through life's challenges.



ACCESS ASSISTANCE

You can access this support on our free and confidential helpline:

0800 652 1618
support@electricalcharity.org

Helpline open: 9am - 5pm
Monday - Friday



A.1.1. What we are working towards:

Our primary purpose (mission) is to look after all people from the electrical, electronics and energy industries whenever they or their families need help with life's challenges, whether big or small, at every stage of their lives.

Our strategic aims are:

- Improving the wellbeing of people working in or retired from our industries by providing the practical assistance they need to lead satisfying and assured lives
- Reaching out to everyone connected to our industries so that they know where to turn in times of need and help them get back on their feet
- Being at the heart of our industries, bringing them together to support their own. Everything we do, we do towards these aims.

A.1.2. What we do

Every person's health and wellbeing affects their performance at work and their lives at home. At some point in life, people will face challenges:

- Family or relationship problems
- Financial or legal worries
- Emotional or mental health problems
- Ill health or disability

When a challenge becomes overwhelming, whether personal or work related, the impact can be devastating for the individual and for their family. For anyone battling to cope with life's challenges, the Electrical Industries Charity is their trusted friend. We can help find a solution, regardless of age, circumstances or health.

Our Charitable Services are free at the point of delivery and are the foundation on which we are building our reputation as a key provider of wellbeing services to people in our industries.

A.1.3. How we work

The Charity's strength comes from:

- Shared core values that inform all our work
- Staff and volunteers working together as equal partners
- Putting people at the centre of all our work

We are continually striving to be a well governed, well managed and highly effective and respected organisation.

OUR CORE VALUES:

OPEN - transparent, accessible and accountable

KNOWLEDGEABLE - using our influence and knowledge to improve the lives of people in need

TRUSTWORTHY - truthful and honest in all our activities





OUR SERVICES

Mental health support

Bereavement counselling

Legal advice

Advocacy

**CV Support following redundancy
and job loss**

Psychiatric assessments

Will support

Emergency financial assistance

ACCESS ASSISTANCE

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on our free and confidential helpline:

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A.2. REGIONAL COMMITTEE ESSENTIALS

The Electrical Industries Charity has a network of Regional Committees made up exclusively of volunteers who organise a wide range of activities and events which raise in excess £150,000 each year. The Regional Committees are supported by a Central Office team member.

IN THIS SECTION:

Regional Committee Terms of Reference Regional Committee Members' Code of Conduct

A.2.1. Regional Committee Terms of Reference

Objectives

Regional Committees are established for the following purposes:

- To engage in activities to promote the work of the Electrical Industries Charity and to raise awareness of our Charitable Services
- To undertake fundraising activities with the objective of contributing to the cost of running our Charitable Services

Membership

Each Regional Committee should have an active membership consisting of representatives from a diverse range of industry sectors including - wherever possible - electricity generation and supply, manufacturing, contracting, wholesale/distribution and retail. Ideally, regional representatives of related trade associations should also be members, but this is not a requirement.

Accountability and Authority

Regional Committees are accountable to the Managing Director which is responsible for the governance of the Charity including compliance with all legal and regulatory requirements that apply to it. Each Regional Committee has authority to agree its own plans and carry out activities to fulfil the stated objectives, with advice from the Central Office team on the legal and regulatory requirements.

Responsibilities

- Promote and safeguard the Charity's reputation in their Region.
- Recruit new Committee members and provide suitable induction.

- Agree plans and budgets for the Committee's activities, and evaluate results.
- Properly monitor the tasks delegated to sub-committees.
- Adhere to agreed financial processes and reporting.

A.2.2. Regional Committee Members' Code of Conduct

The Council has ultimate responsibility for the governance of the Electrical Industries Charity.

However, all volunteers, including Regional Committee members, have an obligation to act according to high ethical standards and to ensure that they:

- Uphold the values and objectives of the Electrical Industries Charity
- Give adequate time and energy to the duties of being a Regional Committee Member
- Act with integrity and avoid or declare personal conflicts of interests

Conflicts of interest

The key principle is that each Regional Committee ensures that conflicts of interest are dealt with properly.

Committee Members must declare any actual or potential conflicts of interest affecting them. Such declarations are to be made at the earliest opportunity to their Regional Committee Chairperson. Where a material conflict of interest arises, the Committee Member concerned should not participate in Charity activities until the conflict is resolved.

If and when a Committee Member has a major or on-going conflict of interest, it is expected that they will resign from the Regional Committee.



Personal benefit

The key principle is that Regional Committee Members must not benefit from their position beyond that which is allowed by law and in the interest of the Electrical Industries Charity.

Members should be more interested in the Regional Committee's success than in his or her personal benefit or own feelings of importance.

The Electrical Industries Charity has procedures for Regional Committee Members to claim legitimate travel and other expenses incurred while carrying out Electrical Industries Charity business; Members are not expected to be out of pocket for their activities on behalf of the Charity.

Working effectively

Each Regional Committee should organise its work to ensure that it makes the most effective use of the time, skills and knowledge of its Members by:

- Ensuring that the Committee's work is focused on delivering its objectives
- Ensuring its Members have the right skills and experience needed and have the time to commit
- Ensuring the Committee doesn't become so large that decision-making becomes unwieldy
- Enabling all Members to actively contribute to the Committee

Whistle blowing

The Electrical Industries Charity has a whistle blowing policy and procedures to allow confidential reporting and matters of concern such as misconduct, misuse of funds, mismanagement and risks to the Electrical Industries Charity or to people connected with it. The Charity's whistle blowing policy and procedures can be downloaded from the Charity's website.

PART B - RUNNING A REGIONAL COMMITTEE

IN THIS SECTION:

- **Shaping the Committee**
- **Recruiting Regional Committee Members**
- **Indicators of a successful Committee**

B.1. Shaping the Regional Committee

The structure of a Regional Committee can be formal or informal. It is essential to have a good mix of skills on the Committee to ensure that no one individual or group of individuals becomes overburdened or that activities are not over-reliant on one volunteer.

B.1.1. The well-informed leader (Chairperson)

Whether formal or informal, every Committee needs a leader and the Electrical Industries Charity prefers each Regional Committee to have a Chairperson to guide the Committee's activities. He/she should encourage every member to participate and keep focused on the matter at hand. The leader is also responsible for resolving any conflicts between Committee Members. If Members don't get along well, the Chairperson must not allow those Members to impede the work of the Committee. The Chairperson should also remind Members that they need to be receptive and open to new ideas and other people's opinions as work is accomplished in the Committee through the give and take of an open discussion. The Chairperson is also the main link to the Charity's Council and the Central Office team.



B.1.2. Planning and organising activities

Each Regional Committee should have a calendar of planned activities before the start of the year that should align with the Charity's overall strategic and business plans. Establishing well-defined, challenging and reasonably achievable activities will provide focus for the Committee. See Part C - Events & Fundraising.

B.1.3. Committee meetings

Regional Committees are not required to have formal meetings. However, it is good practice for Committee Members to meet on a regular basis, share information and monitor the activities of sub-committees. The frequency of meetings is at the discretion of each Regional Committee.

Formal minutes are not required, however notes of agreed actions should be circulated to Committee Members and Central Office.

Regional Committees are also not required to hold an Annual General Meeting (AGM). However, it is good practice to have an annual gathering of Members and supporters to report on the year's activities, to recognise individual Members' contributions, and outline plans for the coming year. Ideally, an annual gathering should be timed within 4 months of the Charity's AGM in November so that the Charity's Annual Review can be made available to those attending.

B.2. Recruiting Regional Committee Members

You should be selective. Look for potential members with the right skills and experience needed and have the time to commit. Contact leaders in the field, then follow-up their suggestions.

The Chairperson should meet potential members face to face and inform him/her what is expected of Regional Committee Members (e.g. attendance at meetings and the number of meetings a year, type of activities involved and time required). You may lose some good candidates, but it is better to know in advance whether they can commit the time and energy required to devote to the Committee.

Before inviting the potential member to join, the Chairperson should discuss their appointment with the other Regional Committee Members. Listen to any negative feedback, however be mindful of rumour or gossip about the candidate which cannot be substantiated by fact. Inviting the candidate to attend a meeting as an observer is often a good way of introducing a potential new member; there is no commitment on either side at this point.



B.3. Indicators of a successful Committee

One way of checking the pulse of the Committee is to measure the level and types of communication.

The following indicators can be very informative:

VITAL, ALIVE: Participation is high and growing, volunteers are engaged, activities are completed on time and on budget, and new ideas are being generated.

ALIVE, BUT AILING: Some ideas are being generated. However, participation is stagnant and much correspondence and discussions contain questions, complaints, excuses, and/or irrelevant or poorly conceived suggestions.

DYING OR DEAD: Participation is waning. Correspondence and discussion are one-way except for small talk, selling of personal pet ideas, poor judgement of activities, results and plans of 'others', resignations and plans actioned at the last minute.



B.4. Roles in a Regional Committee

Regional Committee Chairperson:

- Accountable to the Managing Director
- The main contact with Head Office or must appoint a substitute
- Co-ordinating the running of the Regional Committee and presiding over group meetings
- Planning and reviewing the activities of the Regional Committee with other volunteers
- Ensuring Central Office is kept informed of the group's activities and plans
- Ensuring that communications from Central Office are circulated to all Regional Committee members
- Ensuring the Committee is effective at taking group decisions and deal with any issues or disputes
- Responsible for ensuring that Committee activities are carried out according to the Charity's Guidelines for Regional Committees and within the law
- Acting as an ambassador for the Charity

- Attending Regional Committee Chairs' meeting arranged by Central Office

Vice Chair:

- Assists the Committee Chair in their duties and acts as a backup when necessary.
- Supports the Chair in managing committee operations and decision-making processes.
- May lead specific events as needed.

Event Lead(s):

- Responsible for planning and coordinating fundraising event.
- Develops event concepts, creates event timelines, and manages event logistics.
- Works closely with head office event coordinator and volunteers to ensure successful event execution.

Raffle Prize Lead:

- Responsible for sourcing, collecting, and organising raffle prizes for fundraising events.
- Contacts local businesses, individuals, and organisations to secure prize donations.

- Ensures compliance with legal requirements for conducting raffles or prize draws.

Auction Prize Lead:

- Manages the procurement of auction items and experiences for fundraising events.
- Builds relationships with donors and businesses to secure high-value auction items.
- Coordinates the cataloguing, display, and bidding process for auction items.

Sponsorship Lead:

- Develops and implements a comprehensive sponsorship strategy to attract financial support from businesses and organizations.
- Identifies potential sponsors, tailors sponsorship packages to meet their needs, and presents proposals.
- Maintains ongoing relationships with sponsors, ensuring they receive promised benefits and recognition.



Planning

- Agreeing objectives for events with regional committee members and Events Manager.
- Liaising with the Events Manager to plan event programmes on a regional and National basis.
- Support regional committee members with event planning, recruitment, budget planning, entertainment and venue liaison
- Preparing reports on branch activity with an emphasis on track and trend activity.
- Ensure all databases are kept up to date with event information

Communication and Research

- Effectively communicate with press, industry professionals and sponsors in a professional and consistent manner.
- Researching industry events with the aim of generating invites and fundraising opportunities
- Research into industry news to support the EIC's social media strategy.
- Liaise with all related internal departments to ensure the department is working effectively.
- Ensure the Event Manager is kept up to date all branch activities, communications and feedback.

Event Administration

- Producing materials for events, e.g. invitations, gift bags, place cards etc.
- Using and maintaining the contact management system, to manage events and log all event/branch related information
- Raise invoices using Xero to ensure all paying guests are invoiced on time and all income is accounted for prior to event start date

PART C - EVENTS AND FUNDRAISING

IN THIS SECTION:

- Code of Fundraising Practice
- Planning events
- Raffles and Lotteries

C.1 Code of Fundraising Practice

The Institute of Fundraising has set out the standards required to demonstrate best practice, eliminate bad practice, and increase public trust and confidence in charity fundraising.

A legal principle underpinning fundraising is that all funds raised must be used for that particular cause.

For the purposes of the Code, a volunteer fundraiser is someone who, without payment or other material

benefit (excluding reimbursement of expenses), raises money or engages in a fundraising activity for the Charity.

Under the Code, Regional Committee Members act 'on behalf of' the Charity. This relationship offers volunteers more support from the Charity. At the same time, the Charity then becomes responsible for acts carried out by the volunteers as an agent of the Charity. In other words, Regional Committee Members have been 'appointed by' the Charity to act on its behalf and the Charity will be responsible for his or her acts.



C.2 Planning Events

C.2.1 Pre-event Planning

The Central Office should be contacted at the earliest possible stage to help with planning an event, including venue/location, budgeting, risk assessment and insurance, supplier agreements, marketing and promotion, and contingency plans. The Central Office Team will help to ensure that all activities are carried out in compliance with relevant legal requirements.

C.2.2 Invoicing for Events

This is all done through our events booking system and the vents lead from the Charity will support this process.

C.2.3 Cash Handling at Events

Cash should be collected, counted and recorded by two unrelated individuals, and should be counted in a secure environment. Unsecured cash should never be left unattended or in an unattended environment. Cash not banked immediately should be placed in a safe or other secure location. For any one occurrence, the Charity's insurance policy is limited to £1,000 when cash is in transit, and £2,000 in an unspecified safe out of business hours.

C.3 Raffles and Lotteries

Raffles and lotteries are one of the most heavily regulated fundraising activities, but also one of the most popular.

Raffles are legally a form of lottery and are governed by rules and regulations under various Gambling Acts.

There are two legal jurisdictions for Raffles and Lotteries in the UK:

England, Wales and Scotland
Northern Ireland

Regional Committees must follow certain criteria to ensure they are not running an illegal raffle:

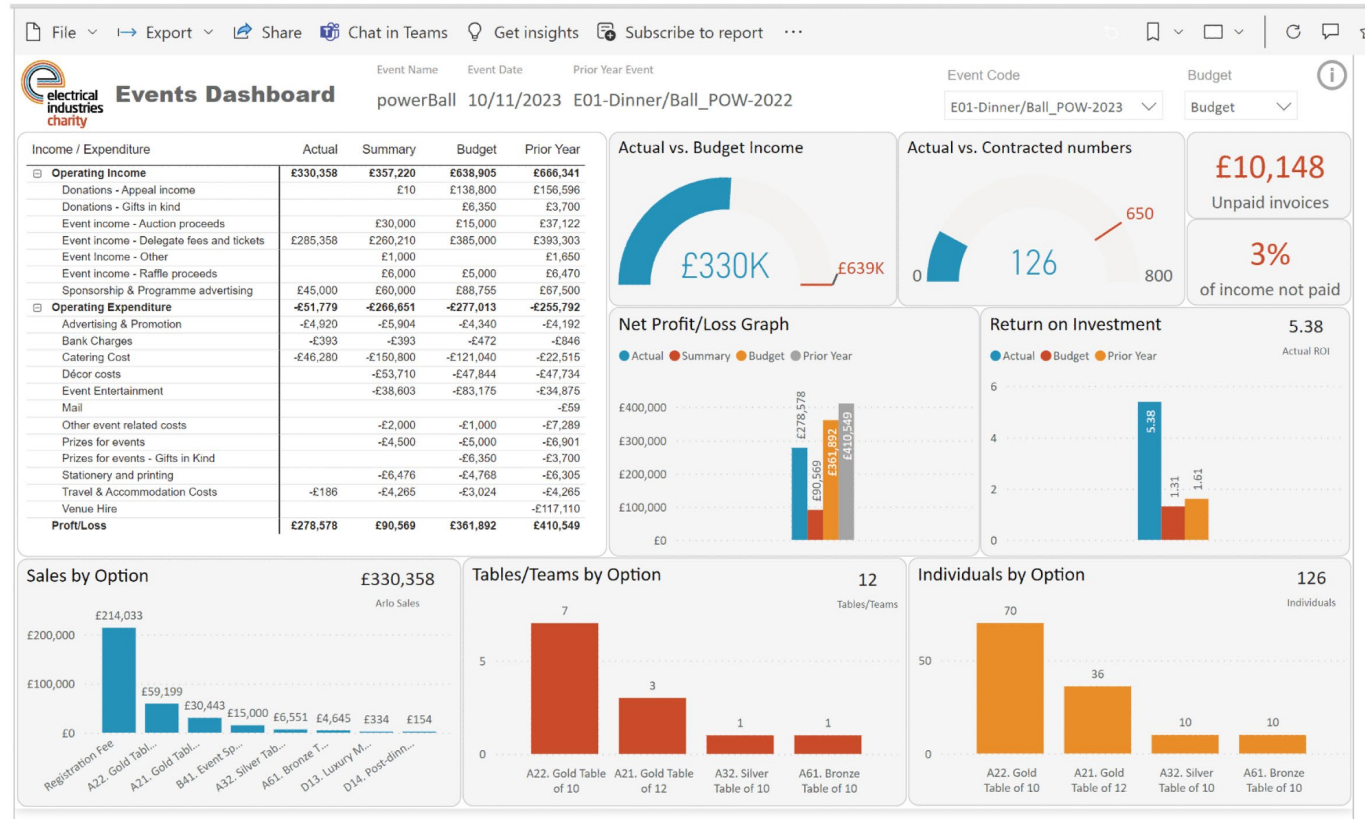
- The raffle must be incidental to the main event.
- The sums raised must not be used for private gain.
- Tickets must only be sold during the event, on the premises where the event is held.
- The draw must take place and winners announced during the event.
- Raffle tickets must always be sold at their face value; discounts are illegal and must not be allowed (three for price of two, etc).
- Deductions from the raffle proceeds must not exceed £100 in costs and £500 in prizes. This does not include donated raffle prizes.

Using bank notes in place of a raffle ticket must never take place, i.e. participants writing their name on a £5 note. This is considered defacement and is illegal, and banks may refuse to accept them. Raffles tickets can be ordered from the Central Office team.



PART D - FINANCIAL PROCEDURES

All regional committees can ask their Central Office Team Representative for access to the regions financial data at any time. Every meeting this can be presented directly from PowerBI, the Charity's financial system for managing events.



organisation_name	contact_first_name	contact_last_name	option_name	option_count	Table/Team	Individuals	Gift	order_line_value	order_code	registration_comment	registration_status	contact_email
Copper Cable Company Ltd	Peter	Reid	A42. Table of 10	1	1	10	0	£770.00	INA-3574		Approved	Peter.Reid@tfkable.com
Legrand UK	Wendy	Maccallum	A42. Table of 10	1	1	10	0	£770.00	INA-3577		PendingApproval	wendy.maccallum@legrand.com
Total				2	2	20	0	£1,540.00				

Who are you helping:

Phil who is
managing
his depression
and anxiety



Mark who is
battling his
addiction



Karen who is
struggling
with a relationship
breakdown



Jane with her
breast cancer
journey

